



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Office Assistant (G)
Office Assistant (T)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2003 – 2641 – Office Assistant (T)
\$1938 – 2588 – Office Assistant (G)

POSITION:

Under the direct supervision of the Staff Services Manager I, the Office Assistant provides mail/messenger and miscellaneous clerical duties in the Business Services Section of the [Administration Division](#) of the State Treasurer's Office.

DESCRIPTION OF ESSENTIAL DUTIES:

- Performs mail/messenger duties; opens, sorts, and distributes to the correct Division/Board, Commission, or Authority, all U.S. Mail, Federal Express, United Parcel, interagency and intra-departmental mail; posts and delivers all outgoing mail to the Post Office. Records and logs all incoming and outgoing certified, registered and courier mail. Creates and maintains monthly mail service reports. Develop and maintain cooperative, professional working relationships with staff of the State Treasurer's Office and Financing Authorities, outside vendors, other state agencies, and the public.
- Prepares Stock Receive documents for incoming equipment, supplies and printing requests.
- Inputs purchase order, work order, service order, printing request and contract information into the Access database for tracking purposes and updates the database when needed. Inputs purchase order and contract information into the DGS/SCIPRS database.
- Files miscellaneous documents; delivers paper and other supplies and equipment to the Treasurer's Office and the Boards, Commissions and Authorities.
- **THIS POSITION REQUIRES THE ABILITY TO LIFT UP TO 50 LBS.**

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Ability to use IBM Computer and Microsoft products.
- Ability to work under pressure and handle multiple priorities.
- Ability to communicate effectively.
- Willingness to follow a prescribed routine.
- Good attendance, neatness and personal appearance
- Courtesy and tact.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have SROA/Surplus eligibility as an Office Assistant (G) or Office Assistant (T) may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

Please state the source of your eligibility (i.e., SROA or surplus employee). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "820-200" next to the classification on your application/resume, i.e., Office Assistant (T) (820-200).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.

11/16/05

ADMIN:cs